


DD/A Registry
83-0253/1

2 February 1983

MEMORANDUM FOR: Chief, Management Staff, ODP

FROM:


Directorate of Administration
ADP Control Officer

FILE: ~~50-4~~ 1-2 STAT

SUBJECT: Draft Office Automation Systems and Word
Processing Equipment Headquarters Notice

1. There are three areas in subject draft Notice that I feel still need attention.

- . A prospective OSA/WPE user should not contact the ODP/WPB directly. The initial contact should be to the component ADP Control Officer.
- . There is still one step omitted from the proposed procedure; that is the selection of equipment. It is my understanding that this very important step is one of the responsibilities of the ODP/WPB and should, therefore, be included in the procedures.
- . Individual components should not have to submit a form 88 for OAS/WPE expendable items. These should be in the supply room the same as typewriter ribbons. Additionally, it costs the Agency an average of \$75 to process each form 88. (I understand that, in fact, the C/ODP.WPB is actually working with the Office of Logistics to accomplish this.)

2. Thank you for the opportunity to comment on the latest draft of the proposed Notice on OAS/WPE. If I can be of further assistance, please give me a call.

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